

**BOROUGH OF FRANKLIN PARK**  
**Technology Advisory Committee**  
**Meeting Minutes**

May 5, 2022  
7:00 PM

The meeting was held in-person and virtually via Zoom.

Roll Call

Craig Dean  
Nate Dufresne  
Matt Garland (Chair)  
Andy Nock  
Robert Manfredi (Guest)  
John Parks (President, Council)  
Cathy Poole (Vice Chair)

Excused

Annie Graziani

**Old Business**

Review and Approval of Minutes

Minutes of the April 7 meeting were reviewed and approved.

**New Business:**

Engineering Study

Bob Manfredi from RJM Wireless Consulting was present to review their proposal for a wireless communication study for Franklin Park borough. Members of the committee received a copy of the proposal for review prior to the meeting.

Mr. Manfredi reviewed his experience and the history of the company in the wireless communication industry. He felt that the experience of the company fit well with the needs of the borough.

Review of the proposal included:

Scope of Work Components

- Review and analysis of status of wireless coverage within the Borough.
- Drive testing, coordination, analysis and RF post processing/report generation of field test data, for designated areas within the route identified.
- Test route determination.
- Test equipment utilization and coordination.
- Frequency band test set-up as required.

- RF post-processing of results into desired format and plots.
- Generation of overall report.
- Drive route summary.
- Compilation of data into detailed report for submission to Franklin Park.
- Any venue access to be coordinated by Franklin Park.

Deliverable Components:

- Overall report package, findings and review notes.
- Plots of signal level and data speed results.

Mr. Manfredi was excused from the meeting and the committee discussed the proposal and next steps. The committee agreed to ask for the following changes to the proposal:

- A not to exceed proposal amount
- Revise deliverables to include the potential option or solutions for wireless coverage. This was discussed in the review but was not clear in the document.

Craig Dean put forward a motion that following the revisions to the proposal that the TAC make a recommendation to Council to move forward with the proposal. Cathy Poole seconded the motion. Matt Garland will contact Mr. Manfredi to make the changes to the proposal.

**Good and Welfare**

Cathy Poole reported that she was interviewed for the Comprehensive Plan as a member of the TAC. She encouraged everyone to respond to the request for comments that was recently sent out by the borough.

The next meeting is June 2, 2022 at 7:00 pm in the meeting room at the Franklin Park Borough Building. A Zoom meeting will also be available

Respectfully submitted,

Cathy Poole  
Vice Chair